



United States Department of the Interior



FISH AND WILDLIFE SERVICE

Arcata Fish and Wildlife Office

1655 Heindon Road

Arcata, California, 95521

Phone: (707) 822-7201 FAX: (707) 822-8411

NOV 15 2006

In Reply Refer To:
AFWO

Memorandum

To: Trinity Adaptive Management Working Group Members

From: Randy Brown, Designated Federal Officer,
Arcata Fish and Wildlife Office, Arcata, California

Subject: Federal Travel Guidelines for non-government TAMWG Members

The purpose of this memorandum is to provide Trinity Adaptive Management Working Group (TAMWG) members with revised and updated travel guidelines to ensure prompt reimbursement of travel expenses incurred while attending TAMWG related functions.

TAMWG members traveling at government expense are expected to "exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business" (Federal Travel Regulation §301-2.3). Things that you can do to ensure prompt reimbursement of your expenses include:

- (1) Make your lodging reservations at least one month in advance.
- (2) Ask for the government rate (per diem rate) when making your reservation.
- (3) Ensure that your lodging receipt is correct and itemized.
- (4) If you need assistance, contact a travel coordinator at the Arcata Fish and Wildlife Office (AFWO).
- (5) Promptly complete and return your Per Diem Time Sheet (see attached).
- (6) Review, sign, date, and submit your Travel Voucher as quickly as possible.
- (7) Seek prior authorization if you plan on traveling by common carrier (air, rail, or bus).

TAMWG members who are traveling at government expense can be reimbursed for transportation expenses and for per diem expenses. If you do not claim per diem expenses, but wish to claim mileage expenses, please submit a form SF-1164 (see attached).

Transportation expenses for TAMWG members usually consist of a mileage reimbursement. You should claim the round trip mileage from your home to the meeting location. The current mileage rate is \$.445 per mile. You do not need to submit fuel receipts.

Certain modes of transportation, and some other special circumstances, require prior approval. Failure to request approval for certain travel expenses could result in those expenses not being reimbursed. Examples of travel arrangements that you must have prior approval for include:

- (a) Use of a common carrier such as air, rail, or bus transportation;

(b) Use of a rental car;

(c) Payment for lodging in excess of a locality's prescribed per diem rate.

If you require any of the above accommodations, please contact a travel coordinator at the Arcata Fish and Wildlife Office at least one month prior to travel.

The per diem rate for a given locality consists of lodging, meal, and incidental expense allowances. The government cannot reimburse you for lodging expenses in excess of the prescribed per diem allowance without prior approval. For a complete listing of current per diem rates visit <http://www.gsa.gov> . If your destination city or county does not have a designated per diem rate, the standard reimbursement rate is \$60 for lodging and \$39.00 for meals and incidentals. Both Arcata and Weaverville, CA fall under this standard rate.

Lodging receipts must be itemized and the name of the motel must be printed on the receipt. Please ensure that your receipts are correct before you leave the motel. A credit card slip alone is not sufficient to support a claim for reimbursement.

New TAWWG members must submit an Automated Clearing House (ACH) form to the AFWO. You cannot be reimbursed without this form. The ACH enables us to reimburse you for your travel expenses. Once you have submitted an ACH you do not need to submit it again unless your account information changes. Please send your ACH form to:

Attn: Nancy Holberg-Caster
U.S. Fish and Wildlife Service
Arcata Fish and Wildlife Office
1655 Heindon Road
Arcata, CA 95521

To request reimbursement for travel expenses you must submit a signed Per Diem Time Sheet with attached receipts to the AFWO. If you are claiming per diem expenses (lodging and or meals and incidentals), write your POV (Privately Owned Vehicle) miles on your Per Diem Time Sheet. A sample Per Diem Time Sheet is attached to this memorandum.

You should receive your Travel Voucher within one week of submitting your Per Diem Time Sheet and receipts. Once you receive your voucher please review, sign, date, and return it promptly. Your reimbursement should be electronically deposited into your personal bank account within two weeks.

If you have any questions regarding Federal Travel guidelines as they relate to TAMWG activities, please contact Vina Frye or Patrick Schulze at (707) 822-7201. If neither Vina nor Patrick is available, identify yourself as a TAMWG member and request assistance from an available travel coordinator.

Attachments:

Sample Per Diem Time Sheet

Sample SF-1164

ACH Form

Blank Per Diem Time Sheet

Blank SF-1164